



MUSCOGEE (CREEK) NATION

HUMAN RESOURCE MANAGEMENT SERVICES

P.O. Box 580 - Okmulgee, OK 74447 - (918) 732-7827

JOB OPPORTUNITY

JOB TITLE:

MASTER TEACHER-TULSA

SALARY:

NEGOTIABLE

LOCATION:

OFFICE OF CHILD CARE

JOB DUTIES:

Under the direction of the Child Development Center Supervisor, The **Master Teacher** shall assist in the developmental planning of all daily activities, and provide mentoring to all teachers and teacher aides in the classrooms. Perform all teacher related duties as necessary to ensure quality care to all children who attend the center. Prepare and submit daily lesson plans for the center. Under the direction of the Center Supervisor, hold quarterly parent/teacher conferences. Prepare parent newsletters and upkeep the Parent Resource and Information Board. Provide new resource for teachers and teacher's aide by accessing professional articles and reliable printouts. Be an active member in an Early Care and Education Professional Organization. Assist with appropriate room arrangements. Rotating shifts may occur to meet staff-child ratios as set by State and Tribal regulations. The Master Teacher shall serve as "Staff in Charge" in absence of the Center Supervisor. Perform other duties as assigned by the Center Supervisor and Manager.

QUALIFICATIONS:

Minimum Requirements: Must be 21 years of age and have a high School diploma or GED, with 4 years related experience and C.D.A. or Associates Degree in Early Childhood or related field. Must submit to and pass all necessary background checks and drug testing. Must possess a valid Driver's License. Must possess a CDL license within 3 months of start date. **Preferred Requirements:** Bachelor's Degree in Early Childhood Development or related field with 3 year's experience.

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED
MUSCOGEE (CREEK) AND INDIAN PREFERENCE**

CLOSING DATE:

OPEN UNTIL FILLED

APPLY ONLINE AT:

www.muscogeenation-nsn.gov